

Weld County School District RE-5J In-District Facilities Rental Agreement



Name of Organization/Individual: _____

Address: _____

Contact Person: _____

Phone: _____

Date(s) Needed: _____ Time(s) Needed _____
(Please attach additional sheets to list multiple dates/times)

Location of rental (school name): _____

Specific area(s) of the building or grounds are you requesting to use: _____

Additional equipment needed: _____

Type of event: _____ How many in attendance: _____

District-provided custodial is required for renting any district facility. Events occurring when custodial is on duty for the entire event and do not require custodial clean up after the event will not be charged custodial fees for the event. It will be necessary to charge a custodial fee for any event that extends past the on-duty time for custodial. Custodial charges may be necessary depending on the type and number of people at the event. District administration will work with renters to determine custodial needs. The district reserves the right to charge for custodial clean up at the hourly rate if the event space is not left in a clean state after the event.

Events occurring before or after district custodial is on duty or on days when custodial is not scheduled to be on site will require custodial for 30 minutes before and 1 hour after the event plus the duration of the event. District administration will determine the custodial need for each event.

District custodial is billed at \$40/hour/custodian.

We require a Certificate of Insurance (COI) from the individual and/or organization naming Weld County School District RE-5J as additional insured. The certificate must be in the amount of \$1,000,000 and should be for at least 12 months or the specific period in which the facilities will be used. The certificate must be emailed to rentals@weldre5j.org directly from your insurance provider. The COI must be received prior to using any facility.

The district assumes no responsibility for injury to any individual or member of a group using a district facility, nor does the district assume liability for lost or stolen items belonging to an individual or group using a district facility. Any individual or group using a district facility will indemnify and hold the district harmless of any liability in the event of any such injury or theft.

All fees must be paid in advance. Failure to pay all fees in advance will negate the usage of the building and this rental agreement. All fees are to be paid during the business hours of 8:00 am to 3:30 pm, Monday through Friday. Payments can be made with cash, or a check made payable to Weld RE5J School District.

I further accept responsibility for any damage done to the building/tables or chairs by my organization or me. I also agree that all damages will be billed and paid by the group or myself at the cost the school pays to replace equipment or repair.

I, _____ accept the responsibility of the above-named group or individual.

Signature _____ Date _____

Building Information

1. Facilities requested available _____ Yes _____ No
2. Dates requested are clear _____ Yes _____ No
3. School personnel needed _____ Yes _____ No
- If yes, who is assigned _____ TBD _____ Hourly Rate _____ TBD _____
- Number of tables taken _____ Number of Chairs taken _____
4. Numbers of Hours _____ Charge Per Hour _____ Room Charge N/A
5. Deposits and fees paid _____ Yes _____ No None Required _____
6. Dates and Times posted to facilities calendar _____ Yes _____ No

Chief Financial Officer Approval

Date